

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 1, 1991

ALL-COUNTY LETTER NO. 91-104

TO: ALL COUNTY WELFARE DIRECTORS
ALL GAIN COORDINATORS

SUBJECT: SPECIAL SURVEYS TO MEASURE GAIN PARTICIPATION LEVELS

REFERENCE: ALL-COUNTY INFORMATION NOTICE I-71-91

The purpose of this letter is to inform you that the Department of Social Services (DSS) plans to conduct two special surveys related to the Greater Avenues for Independence (GAIN) program for the study month of September 1991.

Additionally, Counties should be aware that the former GAIN survey conducted in October of 1990 and April of 1991 will no longer be conducted.

As stated in All-County Information Notice (ACIN) I-71-91, the special September surveys will be conducted to determine whether California meets the federally required participation rate in order to qualify for enhanced funding for Federal Fiscal Year (FFY) 1992 (October 1, 1991 - September 30, 1992).

Specifically, California must demonstrate that a specified percentage of GAIN-mandatory AFDC recipients are participating in the GAIN program at a specified attendance rate, as illustrated in the following formula:

$$\begin{array}{l} \text{(Survey 1)} \\ \text{Number of GAIN} \\ \text{participants who} \\ \text{meet a specified} \\ \text{attendance rate} \\ \hline \end{array} = \text{Participation Rate}$$

$$\begin{array}{l} \text{(Survey 2)} \\ \text{Number of AFDC} \\ \text{recipients who are} \\ \text{GAIN-mandatory} \end{array}$$

As seen from the above equation, we must sample from two different populations in order to determine whether or not California meets the federally required participation rate of 7% for FFY 1991 (October 1, 1990 - September 30, 1991).

Because the participation rate is directly linked to Federal enhanced funding, it is crucial that special attention be paid to the "Guidelines for Maximizing GAIN Participation" addressed in ACIN I-71-91. Every effort should be made to complete the surveys as accurately and quickly as possible.

In order to assist you in preparing for the two surveys, the following is a complete description of the populations that will be surveyed as well as a general description of the survey processes that will be used for each survey.

Survey 1: GAIN Population Survey (~1300 individuals statewide)

The survey document will contain a small number of questions designed to help us determine: 1) How many of the GAIN participants were in attendance at least 75% of their scheduled hours for the month, and 2) Of those who met the 75% attendance criteria, how many hours were they scheduled?

If there is no documentation in the case file that shows the number of hours per month of attendance for an individual, then the County must verify the monthly hours of attendance by contacting the provider or the participant. Documentation of the verification should then be placed in the participant's casefile. Verbal verification is sufficient.

As with past GAIN surveys, Counties will be responsible for developing their own lists of GAIN participants and drawing their own samples from that list. To accomplish this, each County should begin immediately to develop a plan for generating a list of GAIN participants who, during the study month of September 1991, were actively participating in GAIN. For the purpose of this survey, "participation" is defined as any level of activity in a GAIN component during the sample month, regardless of the number of hours.

Detailed instructions on how to draw the sample will be sent to you in October, along with the survey questionnaires.

Survey 2: AFDC Population Survey (~1300 cases statewide)

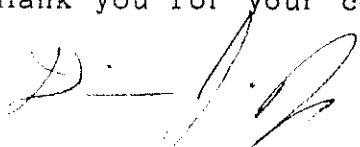
The survey document will contain a small number of questions designed to help us determine how many AFDC recipients are classified as GAIN-mandatory. For each sampled case the County will be asked to classify each individual in the assistance unit as either GAIN-mandatory or not GAIN-mandatory.

In contrast to Survey 1 of the GAIN population, this survey of the AFDC population will not require Counties to do their own sample draw. Each County, for which sample cases have been selected, will receive a listing of cases similar to those received for the bi-annual AFDC surveys. This listing will also be sent to you in October along with the survey questionnaires.

At this time, we ask that each County submit the name of a person to act as the survey liaison. The liaison will be responsible for assuring that the survey questionnaires are filled out as completely and accurately as possible. The County liason will be contacted if there is a need to obtain corrected or missing information on any of the survey items. A liaison form is enclosed as Attachment A. Please return this form by October 1, 1991.

If you have any questions regarding this letter, please contact Sally Gonzales, Statistical Services Bureau, at (916) 323-5585 or ATSS 473-5585.

Thank you for your cooperation.



DENNIS J. BOYLE
Deputy Director

Enclosure

cc: CWDA

GAIN SURVEY - SEPTEMBER 1991

COUNTY LIAISON INFORMATION

COUNTY: _____

LIAISON NAME: _____

TITLE: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER () _____

PLEASE RETURN BY OCTOBER 1, 1991 TO:

DEPARTMENT OF SOCIAL SERVICES
STATISTICAL SERVICES BUREAU
744 P STREET, MAIL STATION 19-84
SACRAMENTO, CA 95814

ATTENTION: SALLY GONZALES